Administrative Charging Committee
Meeting Minutes
Wednesday, October 26, 2022

Members Teresa Bean, Howard Cox, Dawn Oram and John Shatto were present for the meeting. Kevin Grubb was absent.

Also present were Jennifer Keefer, Assistant County Attorney, and Sarah Ambrosio, Executive Administrator, Police Accountability Board and Administrative Charging Committee.

Call to Order

Sarah Ambrosio, Executive Administrator called the meeting to order at 7:30 p.m.
The Board voted unanimously by show of hands to approve the agenda for October 26, 2022.

Welcome / Introductions

Sarah Ambrosio, Executive Administrator provided an opening statement welcoming everyone to the first Administrative Charging Committee meeting for Frederick County. Members and staff of the Administrative Charging Committee introduced themselves.

Requirements and Responsibilities

Jennifer Keefer, Assistant County Attorney and Sarah Ambrosio, Executive Administrator discussed the requirements and responsibilities of the Administrative Charging Committee. Teresa Bean nominated Howard Cox as Chair for the Administrative Charging Committee. This was seconded by John Shatto. The Committee, by show of hands appointed Howard Cox as the Committee Chair. Meetings will be held in Winchester Hall on the fourth Wednesday of the month. Also discussed is the need to establish Rules of Procedure.

Overview of the Police Accountability Board and Administrative Charging Committee

Jennifer Keefer, Assistant County Attorney, gave an overview of the duties and responsibilities required of the Police Accountability Board and Administrative Charging Committee to the Administrative Charging Committee.

Training Overview

Jennifer Keefer, Assistant County Attorney, provided a training overview. This overview contained information on the Open Meetings Act, Public Information Act, Code of Ethics, Maryland Police Training and Standards Commission and a Confidentiality Release.

Adjourn
The meeting adjourned at 8:17 p.m.